

TRANSPORTATION PLANNING DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Transportation Planning Director exists in the Transportation Department is to provide direction and management of multi-modal transportation planning. This classification manages a division of professional staff. Work is performed with considerable independence and reports directly to the Transportation General Manager. The Transportation Planning Director is distinguished from a Sr. Public Works Planner by the responsibilities associated with managing a division.

ESSENTIAL FUNCTIONS

Plans, organizes and directs the work of professional staff responsible for multi-model efforts for the City. Observes, selects, trains, supervises staff and demonstrates mutual support for people at all levels. Reviews work of staff to ensure conformance with established procedures and standards.

Prepares, justifies and implements the division's budget and financial work plans. Monitors division objectives and prepares evaluation reports. Administers and implements the Transit Capital Improvement Program. Monitors and oversees transit operating contracts.

Develops major creative policy recommendations with clear for top management and council consideration, such as the Transit Plan, Downtown Trolley Program, Regional Transit Coordination, Bicycle Plan and Capital Transit amenities. Uses skills necessary to be a leader in ever changing environments.

Listens, communicates and interacts with local governments and agencies to provide coordinated and efficient public transportation services. Prepares various oral and written reports and special studies for the executive staff, elected officials, grant or regulatory agencies. Comprehends and makes inferences from written material. Advises and makes presentations to city councils, other elected officials and public groups.

Monitors, reviews, recommends and implements changes to the transit system. Oversees or coordinates transit related activities such as Trip Reduction, Clean Air, Alternate Work Schedules, Bicycle Programs, grant requests and coordination.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Transit and transportation planning

Management principles and the practices

Budget management

Federal and state funding processes, and the ability to understand FTA requirements and procedures; manage complex projects to satisfy federal guidelines such as major investment studies

Ability to:

Working in a regional context with officials of neighboring cities and region wide groups

Plan, organize, budget and coordinate; analyze problems and issues and develop innovative solutions

Prepare and present effective oral and written reports

Listen, communicate and deal effectively with staff, local agencies, and the general public

Observe staff's work against established standards and goals

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the past 39 months

Operate a variety of standard office equipment including a computer requiring visual and muscular dexterity

Prepare written documents with clearly organized thoughts using proper sentence construction, grammar and punctuation

Comprehend and make inferences from written and verbal information/materials

Attendance and punctuality are essential functions

Education & Experience

Any combination of education and experience equivalent to a bachelor degree in Public Administration, Business Administration, Transportation Planning or a related field and four to seven years experience in transit planning, management or operation, including supervisory experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified